

505 Third Street
Hudson, Wisconsin 54016-1694
FAX: (715)386-3385
www.ci.hudson.wi.us

Michael Mroz
Public Works & Parks Director
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(715)716-5746

Deb Andrews
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(715)386-4767, ext. 113

**CITY OF HUDSON
PUBLIC WORKS COMMITTEE AGENDA
CITY HALL COUNCIL CHAMBERS
505 THIRD STREET, HUDSON, WISCONSIN
MONDAY, JULY 22, 2019 – 5:00 P.M.**

1. Consideration of Public Works Committee Meeting Minutes – June 24, 2019
2. Public Comments
3. Unfinished Business
(Consideration and action on items postponed or referred to in a previous meeting)
 - a.) Discussion and possible on general procedures to initiate alley paving project.
 - b.) Discussion and possible action on general procedures to initiate curb replacement project.
4. New Business
(Action on newly introduced motions, ordinances, resolutions, or other matters)
 - a.) Discussion and possible action on the installation of steps to access Prospect Park off 3rd Street.
 - b.) Discussion and possible action to reallocate 2019 Street Maintenance funds to purchase spray patching materials
 - c.) Discussion and possible action to approve a LOE for the development of landscape plans and specifications to reconstruct Walnut Street from 1st to the Walnut Street Bridge.
5. Project Update: Public Works
 - a.) Downtown Refuse/Recycling collection during weekend events
 - b.) 2019 Street Maintenance schedule
 - c.) 2019 Storm Water Maintenance award of contract
 - d.) Sidewalk inventory & pedestrian ramp inventory
 - e.) Vine Street Reconstruct Timeline
6. Items for Future Agendas.
7. Adjournment.

Jim Webber
Chairman

Posted in City Hall lobbies and on city website www.ci.hudson.wi.us on 7-15-2019
Notice is hereby given that a majority of the City Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village BD, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Council will not take any formal action at this meeting.

PUBLIC WORKS COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
JUNE 24, 2019

MEMBERS PRESENT Jim Webber, Paul Deziel, Sarah Atkins Hoggatt

OTHERS PRESENT Michael Mroz

Roll call taken. Chairman Webber called the meeting to order at 5:00 p.m.

PUBLIC WORKS COMMITTEE MEETING MINUTES MOTION BY Deziel, second by Atkins Hoggatt to approve the May 13, 2019 Public Works Committee meeting minutes. MOTION CARRIED.

DISCUSSION AND POSSIBLE ACTION ON ALLEY RATINGS AND GENERAL PROCEDURES TO INITIATE REVIEW DRAFT POLICY FOR ALLEY IMPROVEMENTS Mroz stated this item was carried over from the previous Public Works Committee meeting to allow staff to collect data of the existing alley conditions and to include a general procedure for residents who would like to initiate an alley project. Noted a petition and waiver of special assessment were included with the procedures.

Mroz stated a rating of the alleys was done by staff and is based on the current Paser rating system used for streets. Noted a rating of 7-9 are the newer alleys; 5-6 are salvageable by mill and overlay and 2-4 ratings are considered a total reconstruction. Mroz stated based on the recent collection of data nearly 55% of the alleys need significant improvements.

The overall Committee recommends funding be requested in the 2021-2022 capital improvement budget for alley improvements. They also recommend implementation of the procedures for initiating an alley improvement to include a signed petition from abutting properties, review by the Public Works Committee. Mroz added that upon approval a funding source would then be identified, a public hearing scheduled and/or a waiver signed for special assessments associated with the project.

DISCUSSION AND POSSIBLE ACTION ON GENERAL PROCEDURES TO INITIATE A CURB AND GUTTER REPLACEMENT PROJECT Mroz stated this item was carried over from the previous meeting to initiate a curb and gutter replacement program. He noted that currently city staff has been making repairs to areas of sidewalk, curb and gutter on a as need basis.

Mroz provided a procedure for residents who request improvements to their curb, gutter and sidewalks. He suggested the requests to be presented to the Public Works Committee once a minimum of 300 lineal feet or more are received.

NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON THE DISCONTINUATION OF PARKING ON COMMERCIAL STREET, EAST OF 2ND STREET, NORTH SIDE Mroz stated city staff has identified the area on Commercial Street, between 2nd Street and the east parking lot, on the north side to be hazardous due to cars parked on both sides of the street. He added the travel width is currently between 10-12 feet enough for one vehicle to travel.

Mroz recommended painting the curb line yellow and posting it No Parking this side of Street for the area which would allow a 20-22-foot pass for travelers. He provided a copy of a typical urban street roadway design which has a 24-28-foot street width.

MOTION by Deziel, second by Atkins to recommend to the Public Safety Committee that the four parking stalls on the north side of Commercial Street, eastbound to the parking lot,

PUBLIC WORKS COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
JUNE 24, 2019

be discontinued and to that the curb be painted yellow and posted No Parking. MOTION CARRIED.

UPDATE: HUDSON URBAN FORESTRY Mroz stated Kellie Tuttle, Bluestem Forestry, is the consultant for the Emerald Ash Borer Strategic Management Plan. Tuttle attended the Urban Forestry Board meeting in June to discuss the plan that includes assistance with updating the ordinances and policies related to the Emerald Ash Borer within the city.

Mroz stated thirty trees were removed within the Heritage Greens Development as part of the Emerald Ash Removal program. Noted a total of 90 trees will be removed over a three-year time frame with replacement plantings in the fall. Mroz stated all property owners were informed of the removals and appeared to go smoothly.

PROJECT UPDATE Mroz stated the 2019 Street Maintenance contracts are signed and work will begin in the early Fall. He stated this includes crack filling in various sections of roadways throughout the city and applications of GSB-88 in Hudson Meadows and Heritage Greens.

Mroz stated the bid opening for the 2019 Storm Sewer repairs will be held on Thursday, July 11, 2019 and presented to Common Council on July 15th for approval.

Mroz stated TAPCO will begin the installation of the parking meter pay stations throughout the downtown. Noted city staff is assisting with the concrete anchoring part of the project.

Mroz stated engineers are in the process of collecting the data for the sidewalks and pedestrian crossings inventory. Noted the information is expected to be available near the end of August.

Mroz stated the streetlights are purchased for the Stageline Road Street Light Replacement project. He stated the Ad for Bids and bidding documents for the installation portion of the project are being worked on.

ITEMS FOR FUTURE AGENDAS Webber asked about the status of the radar speed sign at 5th & 6th Street. Webber also requested the Trail Inventory and Assessment be added to the agenda.

Deziel thanked staff for installing a sign for Webster Park.

The Committee recommended the next meeting be held on July 23, 2019.

MOTION by Atkins Hoggatt, second by Deziel to adjourn the meeting. 5:59 p.m.
MOTION CARRIED.

Submitted by,

Deb Andrews
Secretary



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Public Works Committee

FROM: Michael Mroz; Public Works Director

DATE: July 16, 2019

SUBJECT: Discussion and possible action on alley ratings and general procedures to initiate alley paving projects.

BACKGROUND:

Based on discussions at the June Public Works Committee meeting, staff has revised the general procedures for residents to initiate an alley paving project.

Also, per the recommendation of the Public Works Committee, staff will request funding in the 2020-2021 Capital Improvement Plan to reconstruct 3 alleys per year in addition to requests received by residents. The alley replacement request procedures grants residents an outlet to formally identify a need and desire to place their alley on an upcoming replacement project.

As a reminder, staff has assessed the current condition of all the alleys and given each block a PASER rating. The collected data indicates that 55% of the alleys need significant structural improvement. The following is a breakdown of the ratings

PASER SCORE	Total Alleys	Percentage	Treatment type
7-9	3	less than 1%	Crack Filling
5-6	16	39%	Mill and Overlay
2-4	22	55%	Reconstruct

For reference, the estimated cost to reconstruct an alley of 12' width and 330' length is approximately \$15,000.

STAFF RECOMMENDATION:

Following discussion, staff recommends approving the General Procedures for Residents to initiate an alley paving project.

FUNDING SOURCE:

No funds requested at this time.



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GENERAL PROCEDURES FOR RESIDENTS TO INITIATE ALLEY PAVING PROJECTS

Because special assessments are levied to abutting property owners when an alley is paved, there is a statutory process which must be followed. A petition signed by abutting property owners must be submitted to begin the process to consider an alley for paving.

Current special assessment policies state the following;

a.) Commercial and Industrial Districts

Construction and improvement of alleys, where required by the Plan Commission in commercial and industrial districts, shall be 100% assessed against the benefited property.

b.) Residential Districts

The total cost of all work involved in the original construction of alleys shall be 100% assessed against the benefited property. When alley improvements are necessary, costs shall be shared on a 50/25/25 basis between the City and the benefitting property owners. The City would pay 50%, the property owners on each side of the alley would pay 25%.

The petitioner should contact the affected property owners to inform them of the desire to have the alley reconstructed and ask them to sign the petition (tenants should not be asked to sign the petition). The City does have petition forms available for this purpose or persons can prepare their own, and city staff can provide the names of other property owners if necessary. It is not necessary for a petitioner to contact every property owner on the alley, but over 50% of the adjacent property owners must sign the petition to begin the process.

Petitions received are referred to the Public Works Committee which will typically forward a recommendation to the Common Council giving preliminary approval to the project and special assessments and ordering that a public hearing be held.

A public hearing will be scheduled, and the Public Works office will notify all property owners of the hearing date and the amount of their estimated special assessment based on the current estimated assessment rate. ***The final assessment rate will be determined based on the width of the alley and the actual cost of the materials (asphalt) for the project.*** Property owners have the opportunity to comment on the proposed special assessments at the public hearing or may submit written comments to the Public Works Department if they are unable to attend.

The Public Works Committee will consider the written and oral comments presented at the hearing when deciding to proceed with the project. Also taken into consideration will be the condition and topography of the alley, amount of vehicular traffic, ongoing maintenance needs, drainage and erosion problems, etc. The Committee will then make a recommendation to the Common Council which makes

the final decision to approve or disapprove the project. If an alley is approved for paving, the work will be publicly bid with the special assessment bills mailed when the work is completed.

If a petition to pave an alley is submitted too late in the year to include in the annual asphalt paving contract, or if funds are no longer available in the budget, it will be held for consideration in the following year.

There is a second option which takes a bit less time. If all the property owners are in agreement to having an alley paved and paying the special assessment, then a public hearing is not necessary. In this case each property owner would be sent a "Waiver of Public Hearing" form. If all property owners sign and return the form, the project can then proceed without the public hearing if funds are available and if there is still time to include it in the current year's contract. If funds are not available or if the contract has already been awarded, the alley paving will be included in the following year's plans.

If you have questions about the process to pave an alley, please call the Public Works Department at 715-716-5746.

Michael Mroz
Director of Public Works & Parks

PETITION
TO THE PUBLIC WORKS DEPARTMENT
OF THE CITY OF HUDSON, WISCONSIN

For Office Use

Date Filed with City Clerk

A Petition For:

- | | |
|-----------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Alley Paving | <input type="checkbox"/> Curb and Gutter |
| <input type="checkbox"/> Sidewalk Replacement | <input type="checkbox"/> Storm Sewer |
| <input type="checkbox"/> New Sidewalk | <input type="checkbox"/> Street Light |
| | <input type="checkbox"/> Other as Follows: |

The undersigned petitioners respectfully request:

Signature of Electors	Print Name Clearly	Print Home Address	Date of Signing
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

AFFIDAVIT OF CIRCULATOR

STATE OF WISCONSIN

CITY OF HUDSON _____ being duly sworn disposed and says that I am a resident of the affected area residing at _____ in the City of Hudson and that I am personally acquainted with the persons who have signed the foregoing petition; that I know them to be residents of the affected area; that they signed the same with full knowledge of the contents thereof; that their respective residences are stated therein; that each signer signed the same on the date stated opposite his name; and that he intends to support the petition.

(Signature of Circulator)

Signature of City Clerk or designee

(Address of Circulator)

CITY OF HUDSON

WAIVER OF SPECIAL ASSESSMENT NOTICES AND HEARINGS UNDER WISCONSIN STATUTES §66.0703(7)(b)

In consideration of the construction by the municipality of City of Hudson, Wisconsin, of the following proposed public improvement I/we, the undersigned, hereby admit that this improvement will benefit the property located in the above named municipality and consent to the levying of special assessments for the cost of this improvement against our premises under Wisconsin Statutes §66.0703

Description of Work to be performed;

In accordance with Wisconsin Statutes §66.0703(7)(b), Stats., I/we hereby waive all special assessment notices and hearings required by Wisconsin Statutes §66.0703, Stats., and I/we further agree and admit that the benefit to the stated property from the construction of this improvement is in proportion to the lineal footage thereof.

Street Address: _____

Signature of Owner(s)

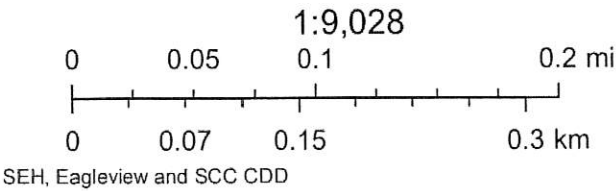
Date

Date

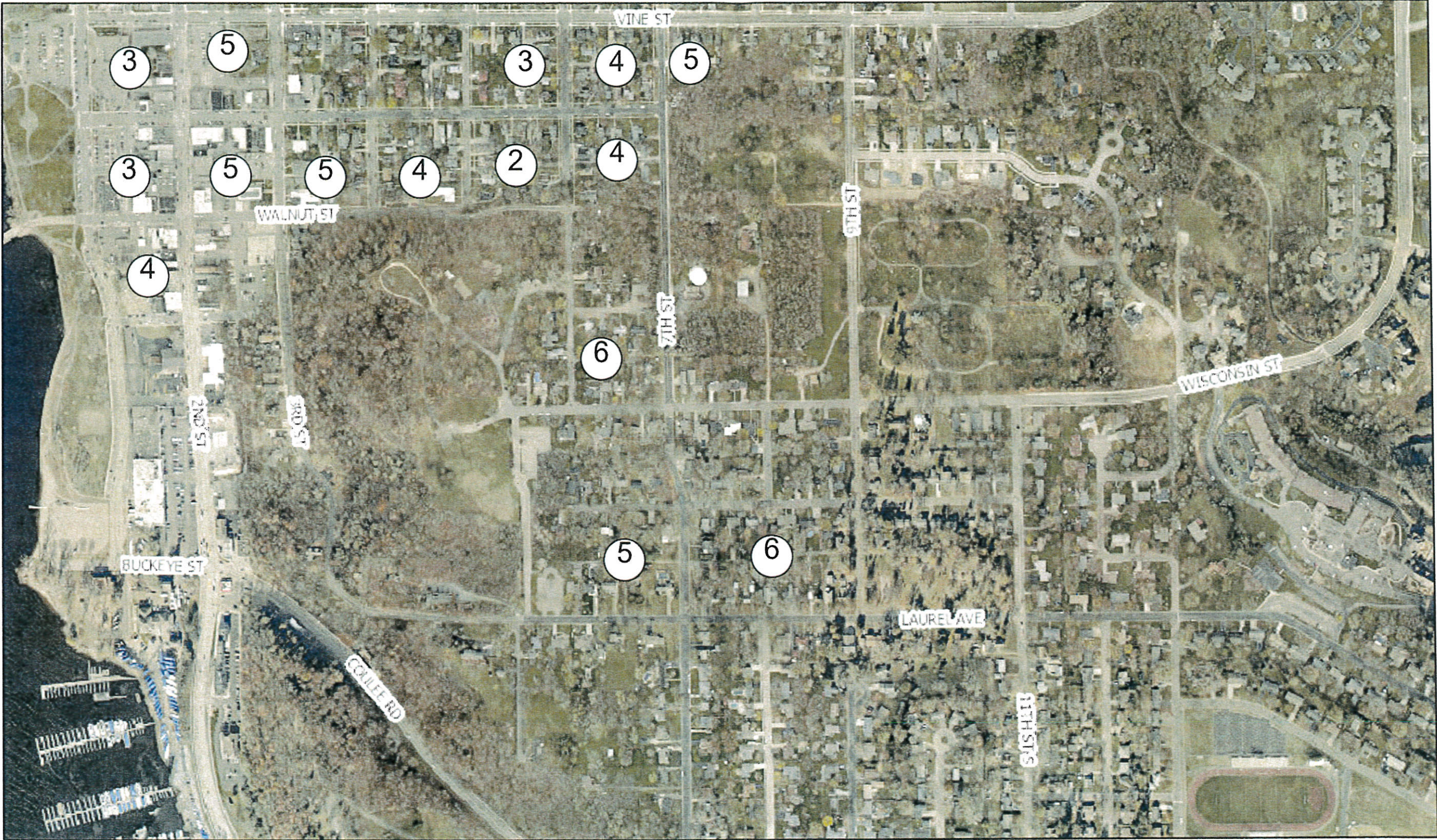
SmartConnect Map



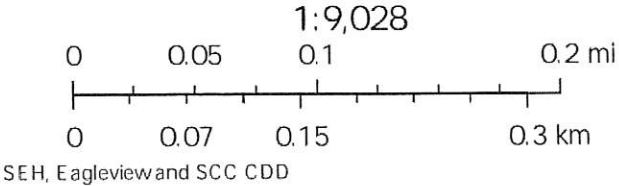
June 18, 2019



SmartConnect Map



June 18, 2019





Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Public Works Committee

FROM: Michael Mroz; Public Works Director

DATE: July 16, 2019

SUBJECT: Discussion and possible action on general procedures for residents to initiate a curb replacement project.

BACKGROUND:

Based on discussion at the June Public Works meeting, staff has edited the draft curb replacement policy. The approach is more reactive in nature and places the onus on the adjacent property owner(s) to petition for curb replacement, initiating the reconstruction process.

The procedures for a curb replacement request from a resident grants them an outlet to formally identify and place on file their desired need to be included on an upcoming replacement project.

Staff will continue to identify defective areas throughout the City and replace as the Capital Improvement Funds allow.

STAFF RECOMMENDATION:

Following discussion, staff recommends approving the Curb Replacement Policy.

FUNDING SOURCE:

No funds requested at this time.



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GENERAL PROCEDURES FOR RESIDENTS TO INITIATE A CURB REPLACEMENT PROJECT

POLICY

Deteriorated curb and gutter sections along the public right-of-way due to age, improper slopes, freeze-thaw, or poor concrete quality shall be eligible for the curb replacement program. Because special assessments are levied to abutting property owners when a curb is replaced, there is a statutory process which must be followed. A petition signed by abutting property owner(s) must be submitted to begin the process to consider curb replacement.

Current special assessment policies state the following;

- a.) The total cost of all work involved in the original construction of curbs and gutters shall be 100% assessed against benefited property. When curb and gutter replacements are necessary, costs shall be shared on a 50/50 basis between the City and the benefiting property.

PROCEDURES

Adjacent owner(s) should complete a petition form initiating the replacement process (tenants should not be asked to sign the petition). The City does have petition forms available for this purpose or persons can prepare their own, and city staff can provide the names of other property owners if necessary.

Petitions received are referred to the Public Works Committee which will typically forward a recommendation to the Common Council giving preliminary approval of the project, special assessments, and ordering that a public hearing be held..

A public hearing will be scheduled, and the Public Works office will notify all affected property owners of the hearing date and the amount of their estimated special assessment based on the current estimated assessment rate. ***The final assessment rate will be determined based on the linear footage and actual cost of the materials for the project.*** Property owners have the opportunity to comment on the proposed special assessments at the public hearing or may submit written comments to the Public Works Department if they are unable to attend.

The Public Works Committee will consider the written and oral comments presented at the hearing when deciding to proceed with the project. The Committee will then make a recommendation to the Common Council which makes the final decision to approve or disapprove the project. If a curb replacement project is approved, the work will be publicly bid with the special assessment bills mailed when the work is completed.

If a petition to repair a curb is submitted too late in the year or if funds are no longer available in the budget, it will be held for consideration in the following year.

There is a second option which takes less time. If all the property owners are in agreement to having their curb replaced and pay the special assessment, then a public hearing is not necessary. In this case each property owner would be sent a "Waiver of Public Hearing" form. If all property owners sign and return the form, the project can then proceed without the public hearing if funds are available and if there is still time to include it in the current year's workload.

CURB REPLACEMENT CONDITIONS

1. If a curb must be replaced, the entire 10-foot section must be replaced from expansion joint to expansion joint.
2. New Curbs shall be finished to match the existing curb and/or apron elevations. Curbs replaced on over-laid streets shall be finished to match the existing curb and over laid with the appropriate thickness of asphalt.
3. ***There must be a minimum of 300 LF of replacements before the City posts advertisement for replacement. The totals can be from one project or the culmination of many.***
4. The City Engineer and/or Public Works Director shall determine which curbs shall be removed and replaced.
5. Replacement curb must meet the City of Hudson standard specifications for curb and gutter.
6. No color or tint shall be added, unless approved by the Public Works Committee.

QUALIFIERS FOR CURB REPLACEMENT

1. Curbs with cracking, settlement, drainage problems, or significant spalling and other deterioration should be replaced. Rolled curbs in good condition with no drainage problems will not be replaced.
2. Cracks in the curb should be replaced only if further deterioration is likely or there is evidence that the curb might settle (subject to engineer review).
3. Curbs that have settled and resulted in obvious low spots, holding water, should be replaced.
4. Drainage problems will typically require some survey. The Engineer shall determine the direction of flow and replace the area needed. The area may require a catch basin to be installed and tied into the nearest storm sewer.

If you have questions about the process to pave an alley, please call the Public Works Department at 715-386-4765.

Michael Mroz
Director of Public Works & Parks



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www.ci.hudson.wi.us

ISSUE SHEET

TO: Park Board

FROM: Michael Mroz; Director of Public Works

DATE: July 16, 2019

SUBJECT: Discussion and possible action on the installation of steps to access Prospect Park off 3rd St.

BACKGROUND:

In 2016 an inspection of the 3rd Street steps that connect to Prospect Park trail was done by David Gray, City Building Inspector. Following inspections, it was recommended that the stairs be removed due to concerns with missing treads, non-uniform riser heights, loose handrails, and erosion.

In fall of 2017, city staff, not wanting to lose access to the park from 3rd St., contacted City engineers, SEH, who provided an estimate for the work that included engineering, material testing, and construction in the amount of \$105,500. At the time only \$35,000 had been set aside for replacement, therefore the project did not get approved.

Since then, the steel staircase has been removed and staff has identified an alternate route to reduce installation costs (see attached map).

The connection of the downtown district to Prospect Park has been a priority of previous administration and staff to highlight the urban natural areas, increase visibility of the Park, and promote an active lifestyle and spotlight the Prospect Park Overlook. One of the few areas in the City of Hudson with walking paths through the woods, the stairs would allow access through our parkland and give a direct, safe route for foot traffic coming to and from the downtown area.

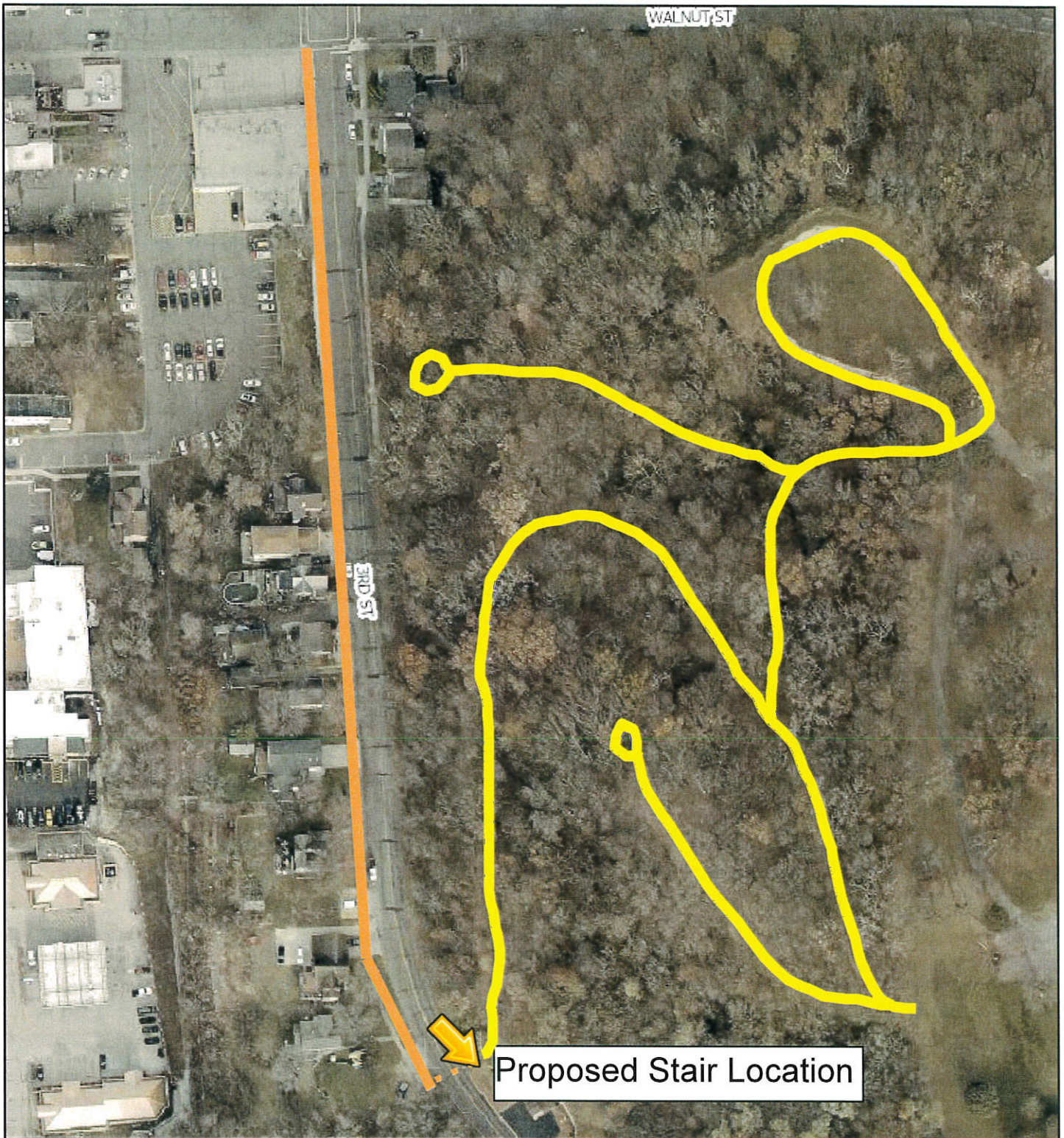
STAFF RECOMMENDATION:

Staff recommends approving the contract with Willow River Company in the amount of \$14,953.54 to construct the 3rd St staircase located near the utility lift station.

FUNDING SOURCE:

To fund the project, staff recommends utilizing sidewalk capital project funds. Remaining balance in this line item is \$35,490.00 of which, \$14,953.54 is requested to reallocate to the 3rd Street Stairs project.

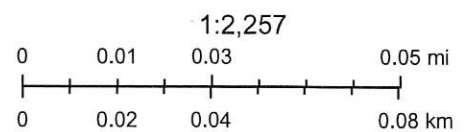
SmartConnect Map



July 16, 2019



Municipal Boundaries



SEH, Eagleview and SCC CDD



Proposal

CITY OF HUDSON
505 3RD STREET
HUDSON, WI 54016

Sales: Dan Shimon
3rd Street Steps
505 3rd Street Hudson, WI 54016

Est ID: EST1308774

Date: Apr-30-2019

Step Installation	\$14,953.54
--------------------------	--------------------

Installation of steps per design. Includes the following:

- Installation of (24) Belgard Landings step units. Includes excavation and compacted base.
- Installation of (12) Andorra Juniper and 2"-6" limestone rip rap with woven fabric underlayment.
- Installation of (2) steel railings 36" tall and 29' long.
- Includes restoration of dirt with grass seed and erosion blanket.

Subtotal	\$14,953.54
Taxes	\$0.00
Estimate Total	\$14,953.54

Warranty:

The contractor warrants the Work against defects in workmanship and materials for a period of (2) years from Contractor's invoice for final payment, provided the Owner has paid the Contractor in full for all Work performed under this Agreement and subject to the following. The warranty does not apply if the Owner is in default of this Agreement or to the effects of normal corrosion, erosion or wear and tear or against damage or deficiencies caused by the faulty operations and maintenance of the Owner, including failure to properly maintain, water, or protect plant material. The warranty of plant materials is limited to a one time replacement within (1) year from date of planting. Warranty does not cover damage caused by animals, rodents, or mechanical damage. The Contractor will install lawns according to common industry practices, using high quality grass seed, applied at a rate of at least that of the manufacturer's recommendation. Once seeded, the Contractor has no control over the weather, watering, or other cultural practices of the Owner. Therefore, the Contractor cannot guarantee the germination rate of seed or general success of the seeding. Repairs done on a seeding project are done at the expense of the Owner.

Terms:

Willow River Company
850 Kelly Rd
Hudson

P.715-386-3196

www.willowrivertree.com
danshimon@willowrivertree.com
page 1 of 2

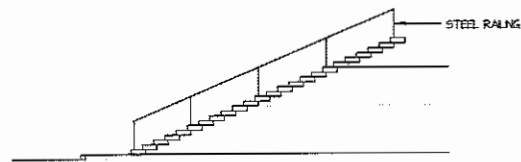


FIG 2. SIDE ELEVATION

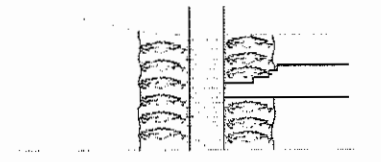


FIG 3. FRONT ELEVATION

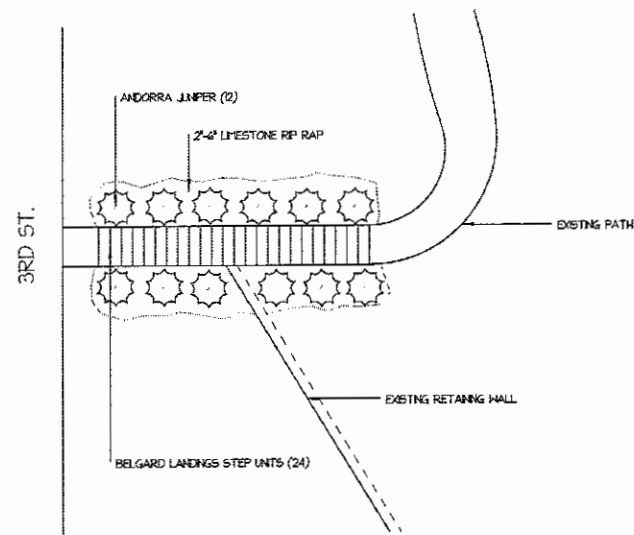


FIG 1. PLAN VIEW

WR Willow River
COMPANY
 Landscaping & Tree Farm
 850 KELLY RD. HUDSON, WI 54006



CITY OF HUDSON-3RD ST STEPS

3RD ST HUDSON, WI 54016

SCALE 1/8" = 1'-0"
 DATE 4/27/19
 DRAWN BY



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Public Works Committee

FROM: Michael Mroz; Public Works Director

DATE: July 16, 2019

SUBJECT: Discussion and possible action to reallocate funds for the purchase of spray patch materials

BACKGROUND:

The 2019 Street Maintenance contract was awarded to Astech Corporation in the amount of \$103,780.00, which leaves a balance of \$126,220 to be used on other road maintenance items.

Staff is requesting to reallocate \$15,000 from the 2019 Street Maintenance Capital Improvement Fund to purchase spray patch oil and rock which will allow the Public Work Department to continue spray patching operations for the remainder of the 2019 season.

The City does budget funds in the operating budget for spray patching operations however an extended season or poor road conditions following the winter dictate how much material the department uses.

Note: Any remaining funds would be carried over to 2020 Street Improvement and Maintenance projects.

FUNDING SOURCE:

2019 Street Maintenance capital funds.

STAFF RECOMMENDATION:

To recommend a reallocation of funds from the 2019 Street Maintenance Capital Improvement Fund in the amount of \$15,000 for the purchase of spray patch materials.

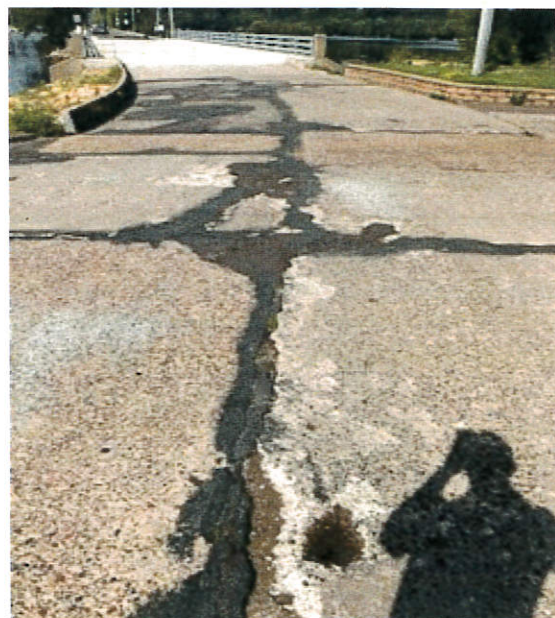
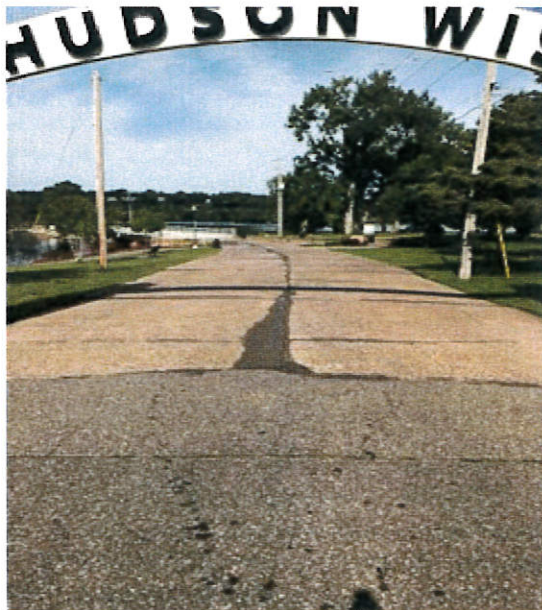


Michael Mroz
Public Works & Parks Director
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TO: Public Works Committee
FROM: Michael Mroz; Public Works Director
DATE: July 16, 2019
SUBJECT: Discussion and possible action to approve a LOE for the development of landscape plans and specifications to reconstruct Walnut Street from 1st to the Walnut Street Bridge.

BACKGROUND:

The Toll Bridge Road (Walnut St.) is the main focal point in the City of Hudson. Residents and visitors walk the road out to the end and back snapping photos along the way of the beautiful surroundings. Not to mention the countless number of selfies taken in front of the Hudson Arch.



Due to the high concentration of people in this area and this being one of the main attractions of the City, staff recommends pursuing the replacement of the road from the Hudson Arch to the Walnut St. Bridge. This stretch of road has deteriorated to the point of disrepair, has become aesthetically unpleasing to the eye, and gives a bad impression of the City. This is our trademark and we need to put our best foot forward.

STAFF RECOMMENDATION:

Staff recommends approving Phase One of the LOE with Bolton and Menk in the amount of \$11,900 to develop plans and specifications for the street improvements on Walnut Street.

FUNDING SOURCE:

Funding for the LOE with Bolton & Menk will come from the 2019 Street Maintenance Capital Improvement fund.

**CITY OF HUDSON
LETTER OF ENGAGEMENT**

Project Name: Walnut Street Rehabilitation Project

Project Number: _____

This Letter of Engagement is entered into this ____ day of _____, 2019, by and between the City of Hudson, 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Bolton & Menk, Inc.

Name of Consultant

2035 County Road D East, Maplewood, MN 55109

Address of Consultant

(Hereinafter the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 24th day of November, 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project:

Walnut Street Rehabilitation Project

(hereinafter the "Project"); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

Article 1. Services to be performed by the Consultant

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

Article 2. Schedule of Performance

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.

Article 3. Consultant's Compensation

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One as Fees Hourly NTE (NTE meaning Not to Exceed). Payment to the Consultant for fees described on Exhibit One as "hourly estimated" shall be based on actual hours Consultant worked on the specified task. Exhibit One is attached hereto and incorporated herein by reference.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this _____ day of _____, 2019.

Bolton & Menk, Inc.

By: _____

Name: _____

Title: _____

City of Hudson, Wisconsin

By: _____
Devin Willi, City Administrator

By: _____
Rich O'Connor, Mayor

Attest: _____
Jennifer Rogers, City Clerk

EXHIBIT 1

Walnut Street Rehabilitation Project

Based on our site visit and discussion on Wednesday, July 17th, we understand the City would like to improve Walnut Street, from 1st Street to the Hudson dike. Another area of concern is the pedestrian trail directly south of Walnut Street, near the dike. Due to the layout and grading, there is erosion alongside the existing bituminous trail. As an additional part of this project, the City would like to explore eliminating the erosion and potentially adding additional pedestrian opportunities and seating between the waterfront and eroded trail.

This project would be broken into two parts:

1. The Base Project would include replacing the existing concrete walkway/access, from 1st Street to the dike, with an improved concrete surface and pattern.
2. The Add Alternate includes bituminous trail redesign, erosion control, and an updated seating/retaining wall area adjacent to the waterfront.

Services to be performed:

Plan Phase:

- Preliminary Survey
- Design
- Prepare plans and specifications
- Prepare estimate of probable construction costs
- Prepare advertisement for bid and send to official newspaper
- Tabulate bids received
- Prepare contracts

Construction Phase:

- Attend and run the preconstruction meeting
- Construction staking
- Construction observation to be performed by Owner

Testing:

- Materials testing (pass through cost)

Schedule of Performance:

Proposed Project Schedule	
Council authorizes preparation of plans/specs	August 5, 2019
Council approves plans/specs, set bid date	August 19, 2019
Open bids	September 12, 2019
Award contract	September 16, 2019
Begin construction	September 2019
Complete construction	October 2019

Compensation:**Base Project:**

1. Plan Phase: hourly, not to exceed	\$9,900
2. Construction Phase: hourly estimated	\$1,500
3. Testing: Pass through costs from Geotech subconsultant	<u>\$500</u>
Total Estimated Engineering Cost:	\$11,900

Add Alternate:

1. Plan Phase: hourly, not to exceed	\$17,700
2. Construction Phase: hourly estimated	\$900
3. Testing: Pass through costs from Geotech subconsultant	<u>\$500</u>
Total Estimated Engineering Cost:	\$19,100